

**Example documents to help you:**

- ✓ Survey
- ✓ Flyer
- ✓ Agenda for your first meeting
- ✓ Minutes for a meeting
- ✓ Equal opportunities statement
- ✓ A model constitution
- ✓ Code of conduct

## Example survey

- 1) Would you be interested in getting involved in a resident association? Yes /No
- 2) What are the most important things you'd like to discuss?

1)
2)
3)

- 3) What days and times would it be most convenient for you to attend meetings? For example, 9-5 or evenings

Time(s) ..... Day(s) .....

- 4) Would you be interested in shaping and leading the committee for the new resident association?

Please tick the position(s) you'd be interested in standing for on the list below:

Chairperson		Secretary	
Vice Chairperson		Treasurer	

- 5) Contact details:

Name: .....

Address: .....

.....

Postcode: .....

Telephone: .....

Mobile: .....

Date: ...../...../.....

### Example flyer

You can advertise in local shops/schools/libraries and on social media

If you want help promoting this on social media (Facebook etc) then our [Digital Inclusion Team](#) can help you set up a Facebook group/page

.....  
(Add the name of your resident association)

#### **Resident association meeting**

A meeting will be held on

...../...../..... at .....  
(day / date / year) (start time)

at the

.....  
(event address including the postcode)

We will discuss creating a resident association.

The meeting will be open to all residents of

.....  
(Name scheme/estate/streets)

The following people have been asked to join the meeting:

- 
- 

(Add names of who you're inviting)

Everyone will be made welcome with tea and coffee available.  
Please come along, get involved and have your say.

If you'd like more information please contact

Name: .....

Tel/email: .....

Name of street or scheme .....

### Example agenda for your first meeting

1. Welcome and introduction
2. Apologies
3. Why we need a resident association
4. Choice of name
5. Membership requirements and any other regulation
6. Election of a committee
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
7. Plan of action
8. Date of next meeting of the committee
9. Date of the next general meeting of members
10. Any other business

Resident association name	Action
Minutes of meeting held on ..... At.....	
<p><b>1. Present</b></p> <p>List all names stating if chair, secretary, treasurer</p> <p><b>2. Apologies</b></p> <p>List all names</p> <p><b>3. Minutes of last meeting</b></p> <p>The minutes were agreed as a true and accurate record of the last meeting</p> <p><b>4. Matters arising from the minutes</b></p> <p>The survey questionnaire was given to all tenants on the estate on Friday 2 September</p> <p><b>5. Chair's report</b></p> <p>Mary reported back from the recent tenant committee meeting. Full minutes of this are available from the association office. These meetings will now take place every two months. The next one taking place on 5 October. Steve will attend as Mary is not available</p> <p><b>6. Treasurer's report</b></p> <p>June reported that the cost of copying the survey questionnaires was £52.50. We have £322.60 in the bank account and £11.90 in cash. June will prepare the accounts for the upcoming AGM</p> <p><b>7. Annual General Meeting</b></p> <p>Notices have been sent out and the meeting room booked. Jim agreed to speak to the landlord representative who'll be attending</p> <p><b>8. Lottery bid</b></p> <p>Mary and Dave have now completed the application form for funding the new paly area and will pass it around the group for comment. June will include the accounts when they are available and submit the form</p> <p><b>9. Information Technology</b></p> <p>Mark has set up the group's new PC and arranged an e-mail account. He'd like to set up a website for the group and will investigate possible training through Knightstone</p> <p><b>10. Any other business</b></p> <p><b>11. Date of next meeting</b></p>	<p><b>Steve</b></p> <p><b>June</b></p> <p><b>Jim</b></p> <p><b>June</b></p> <p><b>Mark</b></p>

### Do I need an equal opportunities statement

We ask all associations to agree to an equal opportunities statement to make sure that the association is fair to all. You can use the equal opportunities statement here or you can develop your own.

Your lead officer will help you set up your association, complete relevant forms and get you up and running.

### Example equal opportunities statement

- 1) The association will actively seek to promote equal opportunities within the community and within its membership
- 2) The association will value diversity and will never discriminate on the grounds of age, disability, race, religious belief, pregnancy, marital or civil partnership status, gender (including gender reassignment) or sexual orientation
- 3) The association will make sure that where possible meetings will be held in venues that are accessible and that all residents have the opportunity to attend meetings
- 4) The association will enable all members to contribute their views and make sure they can meet people's individual needs
- 5) The association will provide all new members with appropriate information and support and make them feel welcome at all times.

Signed..... Chair

Name.....

Signed..... Secretary

Name.....

### What is a constitution?

A constitution is a document, produced by a group, stating its aims, objectives, membership and rules. We recommend that you draw up a constitution, particularly if you are managing money.

It's essential that a group has a good constitution, as it's the document that should be referred to if there are any questions about the way the group is run, how and when meetings happen, who looks after the money and what to do if a dispute occurs.

We will ask you to adopt a constitution to receive funding from us. Please a model constitution is below

## Model constitution

### 1. Name and location

- 1.1 The association shall be known as .....
- 1.2. The association serves residents of .....

### 2. Aims of the association

#### The association aims to:

- 2.1 Promote and represent the interests of all residents and help make .....a friendly and enjoyable place to live.
- 2.2 Arrange and promote social activities and other events for all residents.
- 2.3 Help to maintain and improve residents' housing conditions, well-being, amenities and environment – working with our landlord (Knightstone Housing Association) and other organisations where necessary.
- 2.4 Encourage and enable all residents to take part in the activities of the association and work to eliminate all forms of discrimination.
- 2.5 Fundraise as necessary to support these aims.
- 2.6 The association is non-political

### 3. Membership and equal opportunities

- 3.1 Membership is open to all residents of ..... regardless of disability, age, race, sex, sexual orientation, creed or religion.
- 3.2 The association is an equal opportunity organisation and will work towards the elimination of all forms of discrimination.

### 4. The committee

#### Role and membership

- 4.1 The Committee carries out the business of the association, including managing money raised. It includes a Chair, Secretary and Treasurer.
- 4.2 The Committee; Chair, Secretary and Treasurer shall be elected by residents at the Annual General Meeting (AGM).
- 4.3 The Committee can choose members to fill vacancies that come up during the year. If the post of Chair, Secretary or Treasurer becomes vacant the committee can appoint someone to serve until the next General Meeting.

- 4.4 The Committee welcomes help from individual residents on particular tasks and may set up additional small groups to organise particular events or activities.

#### **Committee meetings and standing orders**

- 4.5 The Committee meets at least four times per year and minutes shall be made available to all residents.
- 4.6 Committee decisions are made by a simple majority vote. The Chair has a casting vote if a vote is tied. No decision can be taken if less than 3 committee members are present.
- 4.7 The Committee shall at all times conduct themselves in a socially and financially responsible manner. Offensive behaviour is not permitted.

#### **5. Finances and fundraising**

- 5.1 The Committee is responsible for managing the Association's funds, with the help of the Treasurer.
- 5.2 Funds raised by or on behalf of the Residents Association will only be used to further the aims of the Association.
- 5.3 The Association's funds will be held in a bank account in the name of the ..... Cheques must be signed by at least 2 authorised signatories. Signatories should not be from the same household.
- 5.4 The Committee will not make payments to any resident, except to reimburse approved out of pocket expenses incurred on behalf of the Association. A receipt will be required for all expenses claimed.
- 5.5 The Treasurer will record income and expenditure and make the accounts available to residents at the Annual General Meeting. The accounts should be audited (checked) by an independent person with adequate financial experience.

#### **6. General Meetings**

##### **The Annual General Meeting**

- 6.1 The Annual General Meeting (AGM) will be held on .....
- 6.2 At the AGM the Committee will report on its work, present the accounts and invite feedback from residents. Committee members will then stand down and the annual election will take place.
- 6.3 The Secretary will notify all residents of the date of the AGM, the agenda, and any proposals to change the constitution, at least 14 days before the meeting.

##### **Other General Meetings**



- 6.4 The Committee will inform, consult and involve residents in a range of ways. Where necessary the Committee will arrange a General Meeting open to all residents. The Secretary will publicise all general meetings in advance.
- 6.5 Important decisions which affect all residents will be taken to a General Meeting for discussion and a vote.
- 6.6 Residents can call an Extraordinary General Meeting (EGM) at any time. To do this a quorum, as agreed by the Committee, must submit a written request to the Secretary who will arrange the meeting within 14 days.

### **Voting at AGMs and other General Meetings**

- 6.7 No decision can be taken at an Annual General Meeting (AGM) or other General Meeting if less than the quorum are present.

### **7. Changes to the constitution**

- 7.1 The constitution can be altered at an AGM or an EGM. Suggested changes must be handed to the Secretary and publicised to all residents at least 14 days before the meeting.
- 7.2 Changes must be agreed by a majority vote of members who are present at the meeting or who contact the secretary before the meeting to cast their vote in writing.
- 7.3 Any changes to the constitution must be submitted to Knightstone who have a duty to ensure that recognised residents' groups are accountable and inclusive (see 8.1). Approval will not be unreasonably withheld.

### **8. Relations with Knightstone**

#### **Recognition by Knightstone**

- 8.1 ..... Residents' Association is a recognised residents association and as such can formally raise issues or concerns with Knightstone on behalf of residents.
- 8.2 Knightstone has the right to withdraw recognition if the Association doesn't adhere to the constitution. This would include ending any financial arrangements or agreements between the Residents' Association and Knightstone.

#### **Funding and support from Knightstone**

- 8.3 Knightstone will provide a grant towards running costs, where needed, for the first year of the Association's operation.
- 8.4 The Association can apply to Knightstone for funding for community projects or environmental improvements.



8.5 A Knightstone representative can attend all Annual General Meetings or Extraordinary General Meetings but will only attend Committee meetings when invited and if available.

8.6 Knightstone may ask to review minutes and accounts in order to assist the Association and promote good relationships between the Association and Knightstone.

8.7 If the Residents" Association wishes to make a formal complaint or appeal in any dispute with Knightstone, the Association should use Knightstone's complaints procedure.

**9. Ending the group (Dissolution)**

9.1 The ..... Association may only be dissolved at a General Meeting called for that purpose. The meeting and its purpose must be advertised 14 days in advance.

9.2 A proposal to dissolve the ..... Association will take effect only if a majority of the members voting are in favour. Members may cast their vote at the meeting, or in writing to the Secretary before the meeting.

9.3 Any funds or other assets remaining after the payment of all debts and liabilities and repayment of any grant, shall be given to charitable organisations, according to the wishes of the meeting. The Committee must prepare a statement showing how the assets have been distributed and send this to Knightstone.

**This constitution was adopted as the constitution of the  
..... Association at a meeting held at  
..... on ..... and subject to the  
determination of the next Annual General Meeting to be held in  
.....**

Signed.....Chairperson

Name.....

Signed.....Secretary

Name.....

Signed.....Treasurer

Name .....

Witnessed on behalf of Knightstone Housing Association by:

Signed.....

Name.....Position.....

## **Example Code of Conduct**

### **1. Conduct of meetings**

Members should at all times follow accepted practice while taking part in a meeting, which are:

- 1.1 To follow the guidance of the Chair in the conduct of the meeting
- 1.2 To conduct themselves in a reasonable manner, avoiding any behaviour or language that is likely to give offence to others or damage the reputation of the association
- 1.3 To be courteous to each other at all times, allow each other to speak and remember to follow the agenda of the meeting
- 1.4 To remember that the purpose of the association is not to benefit individuals but to benefit residents generally, and therefore their behaviour in meetings must reflect this
- 1.5 To follow the equal opportunities policy of the association
- 1.6 Not to attend any meeting while under the influence of alcohol or drugs
- 1.7 To always treat staff with respect and work with them in a positive manner.

### **2. Conduct of the Committee**

- 2.1 Members should not bring the association into ill repute
- 2.2 Members of the association should follow the constitution at all times
- 2.3 Members of the committee should not act on behalf of the association without the agreement of that association.

### **3. Conflict of interest**

- 3.1 All members must declare any conflict of interest, and consider the implications of this on their position within the association
- 3.2 Members must not expect to be treated any differently by Knightstone because of their membership

### **4. Confidentiality**

- 4.1 All members should respect individuals' confidentiality and information about individuals should not be discussed at public meetings.

### **5. Political affiliation**

5.1 Individual members may be affiliated to/or be members of a political party but they may not represent a political party in their role as a member of the association.

**6. Breach of Code of Conduct**

6.1 If a member doesn't abide by the Code of Conduct, the Chair will give that individual a warning. If they break the code again they may be asked to leave the meeting

6.2 The Chair may give the member two further warnings (a maximum of three warnings in any one meeting and/or three consecutive meetings, before they are asked to leave)

6.3 If the member continues to ignore the Code and refuses to leave the meeting, the Chair is allowed to close the meeting

6.4 If a serious breach occurs, or if there are persistent breaches over a period of time, the committee may consider whether or not to expel or suspend the member from the association, subject to agreement at the next general meeting

6.5 Any member who's been expelled will have to wait one year before they can attend again. This will also depend on a general meeting vote

6.6 If the Chair breaches the code, the Vice Chair will run the association until the best course of action is decided. This action must follow the above

6.7 Committee members who don't attend three consecutive meetings without good reason will automatically lose their place on the committee.

**As a member of ..... Association,  
I confirm that I will follow this Code of Conduct.**

Name .....

Signature .....

Date .....